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**SQUIER COMPUTER SERVICES
PROUDLY PRESENTS**



**HANDS-ON TRAINING FOR THE
IBM PC & COMPATIBLE COMPUTERS
WITH A MONEY-BACK SATISFACTION GUARANTEE**

**Introduction to PC Use
Introduction to Lotus 1-2-3
Advanced Lotus 1-2-3 Techniques
Lotus 1-2-3 Macros and Programming**

COURSE DESCRIPTIONS

INTRODUCTION TO PERSONAL COMPUTER USE Monday, May 4, 9:00 - 5:00 p.m.

- Instructor:** Patrick O. Macken, Senior Consultant with SCS
- Location:** SA CPA Foundation Training Center - 8207 Callaghan Road, # 125
- Prerequisites:** None, assumes no PC knowledge.
- Agenda:** A thorough introduction to operating an IBM or compatible PC. A complete hardware overview in the morning is followed by hands-on experience with the disk operating system (DOS), word processing software (WordPerfect), data management software (dBASE III+), and spreadsheet software (Lotus 123). You'll learn about and work with these best selling PC software packages.
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INTRODUCTION TO LOTUS 1-2-3 Wednesday, May 6, 9:00 a.m. - 5:00 p.m.

- Instructor:** Richard Reed, Senior Consultant with SCS
- Location:** SA CPA Foundation Training Center - 8207 Callaghan Road, # 125
- Prerequisites:** Completion of SCS's *Introduction to Personal Computer Use* seminar and/or a working knowledge of these PC parts: keyboard, disk drives, printer, operating system, and the *file* concept.
- Agenda:** This seminar, our most popular, introduces the basic skills necessary to efficiently operate Lotus 1-2-3. Attendees will be able to design their own spreadsheets, enter data (formulas, functions, and labels), use worksheet commands, use range commands, copy data, move data, save their work, and to print reports. Two half-hour lab sessions give participants a chance to reinforce and experiment with the topics presented.
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ADVANCED LOTUS 1-2-3 TECHNIQUES Thursday, May 7, 9:00 a.m. - 5:00 p.m.

- Instructor:** Richard Reed, Senior Consultant with SCS
- Location:** San Antonio Chapter of TSCPA - 8207 Callaghan Road, Suite 125
- Prerequisites:** Completion of SCS's *Introduction to Lotus 1-2-3* seminar or a strong working knowledge of Lotus 1-2-3.
- Agenda:** This seminar is designed for the individual who has been regularly using Lotus 1-2-3 and wishes to expand his/her skills. Topics include: optimizing memory, worksheet global commands, recalculation modes, worksheet protection, password protecting files, setting defaults, naming ranges, advanced range commands, free and anchored cell usage, @IF function, logical operators, compound operators, text support, lookup tables, date functions, file extract, combine, consolidation, and advanced printing.

LOTUS 1-2-3 MACROS & PROGRAMMING Friday, May 8, 9:00 a.m. - 5:00 p.m.

Instructor: Peter J. Squier, Partner of Squier Computer Services

Location: San Antonio Chapter of TSCPA - 8207 Callaghan Road, Suite 125

Prerequisites: This seminar assumes completion of Squier Computer Services' *Introduction to Lotus 1-2-3* seminar and at least one month's experience with Lotus 1-2-3. Completion of SCS's *Advanced Lotus 1-2-3* is highly recommended.

Agenda: This seminar is a hands-on introduction to 1-2-3 macros and automating 1-2-3 routines through the macro programming commands. The following topics will be covered: creating and naming macros, editing a macro, recommended macro style, command macros, single step execution, macro library concept, combining in your macro library, using range names and labels, autoexecute macro options, 1-2-3 command language overview, interactive macros, macro menus, program control commands, subroutines, error checking macros, and linking multiple files.

SCS TRAINING SEMINARS INCLUDE:

- * Training by the *only* Lotus Authorized Training Center in San Antonio
- * Training on color IBM PC XT's with no more than 2 students per PC
- * Small, personalized seminars with a maximum of 12 students
- * \$10,000 color video PC projection system hooked up to instructor's PC
- * SCS customized seminar manuals for you to keep
- * Professional instructors with extensive business and computer experience
- * C.P.E. credit hours by Texas State Board of Public Accountancy
- * Money-back guarantee: *We are so confident of our training methods, that we will give you a full refund if you are not completely satisfied, when requested at the end of the seminar. We only ask that you return the manual that SCS provides. You may alternatively attend the seminar again within 90 days for free at our Austin facility or the next time it is offered in San Antonio.*



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